



F-1 STUDENT RESPONSIBILITIES

Intensive English Program Bilingual Education Institute

As an F-1 student you have certain responsibilities to the school and to the U.S. Immigration and Naturalization Service (INS). They are as follows:

Please initial each number after reading.

1. To maintain full-time attendance (20 clock hours/ week)

It is your responsibility to maintain good standing with INS. INS requires F-1 students to take at least a full-time course of study (20 clock hours per week). A student getting a visa to begin studies in the summer must attend classes beginning in the summer. F-1 students who attend BEI's Intensive English Program (IEP) may be absent only for BEI holidays, parents' visits, sickness with doctor's proof, or travel out of the country. IEP students may take a four-week vacation with parents or spouse visiting the country. Students will be required to obtain permission before taking a vacation and must fill out a form, which will be put on file. **Students will also be required to enroll in the following cycle before taking their vacation.**

2. To notify BEI of change of address and telephone number

If your address/telephone number changes, you must inform the Admissions Department at BEI.

3. To apply for work

An F-1 student is not allowed to work off-campus during the first year. After one year, a student may apply for permission to work off-campus. In order to work off campus, a student must find an employer that will file an Attestation Form with U.S. Department of Labor and a copy to BEI Admissions Department. This procedure will be in effect only if a student has maintained status for one school year.

4. To notify the school if you plan to leave the country (temporary leave of absence)

In order to leave the country while studying in the United States, an International student must have the back of his/her I-20 form signed. If a student leaves the country without the signed I-20, re-entrance might be denied. The I-20 form should be signed at least one week before the date of departure. Students may depart the country only after receiving approval from the Foreign Student Advisor and meeting the requirements for approval for a temporary leave of absence.

5. To maintain regular class attendance

Three consecutive unexcused absences (or 12 hours) constitute irregular attendance. Unless a student has a doctor's note or some other documentation, the absence will be considered unexcused. Students registered in the Intensive English Program will be allowed 4 absences (or 16 hours) in an eight-week period (one cycle). Tardiness of two hours will constitute two hours of absences. After three unexcused absences, the student will receive a verbal warning. If the student continues to maintain irregular attendance, a written notification will be sent out. If no response is received within 48 hours, a second warning will be issued. If no response to the second warning is received within five working days of the date the letter was sent out, the student would be considered out of status. BEI will consider emergency situations and unusual circumstances on a case-by-case basis; however, it is the student's responsibility to stay in compliance with F-1 student attendance policies.

6. Length of Study

An F-1 student has been admitted to the United States for "duration of status", which means as long as the student continues to attend an INS approved course of study and comply with INS and school policies ("An F-1 student in good standing"). However, the length of studies at BEI is determined by the completion date on the I-20 form issued to the student.

It is the student's responsibility to request a program extension or a transfer to another INS approved institution before the completion date stated on the I-20 form.

7. Program extension

It is the F-1 student's responsibility to request a program extension in writing, 30 days before the completion date on the I-20 form. Once a program extension is requested and approved, a new I-20 form is issued to the student for an extended period of study.

8. Student Transfers

F-1 students are required to enroll for and attend at least two IEP cycles before transferring to another institution. BEI will process transfers of:

- Students in good standing with INS F-1 student policies.
- Students who are not in arrears with their tuition and fees.
- Students who have completed at least 2 IEP cycles (16 weeks).
- Students who have applied for admission to another approved INS school and have a signed Foreign Student Advisor's Report.

INS allows for 30-60 days for F-1 student transfers (30 days notice for each school).

If a student meets all the requirements for transferring, they will need to notify BEI 30 days prior to the completion of the course in which they are enrolled. The student will need to obtain a "Foreign Student Advisor's Report" from the institution they are transferring to.

9. F-1 Reinstatement Applicants

Students applying for a Reinstatement of F-1 status must enroll and attend classes while waiting for INS approval.

10. To purchase insurance

It is the responsibility of the student to purchase insurance for his/her individual needs. BEI can help students choose health insurance through an affordable and reputable health insurance agency; a student may also obtain his/her own health plan. Enrolled F-1 students must maintain their health insurance policy while studying at BEI. Don't be caught without insurance!

We hope these procedures help you understand the major regulations affecting your program. If you have questions please feel free to ask your student counselor. Thank you for choosing BEI for your language needs.

11. Emergency Phone numbers and Contact Names

First Contact in Houston

Contact Name: _____ Cell Phone: _____
(Print)

Contact Address: _____ City, State: _____

Phone Number: _____ Relationship: _____

Second Contact in Houston or USA

Contact Name: _____ Cell Phone: _____
(Print)

Contact Address: _____ City, State: _____

Phone Number: _____ Relationship: _____

Third Contact

Contact Name or names (for parents) (the closest relative: parents, guardian, spouse, sponsor)
_____ (print)

Address: _____ City, State: _____

Country _____ Home Phone Number: _____

Work Number _____ Cell Phone _____

Relationship: _____

Insurance Policy#: _____

Insurance Phone Number: _____

Expiration Date: _____

Understand and agree statement

I have read and understand the responsibilities F-1 students have, and I agree to comply with each one.

Student Social Security: ___ ___ - ___ ___ - ___ ___ ___ ___ Date of birth: ___/___/___
MM DD YY

ID# or TDL: _____ Date Expires: ___/___/___

Student Name: _____ **(print)**

Student Signature: _____ Date: ___/___/___

Received by: BEI Staff Name: _____ (print)

BEI Staff Initials: _____ Date: ___/___/___ BEI Staff Title: _____

Name /Signature BEI PDSO or DSO _____ Date: ___/___/___